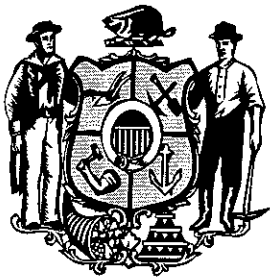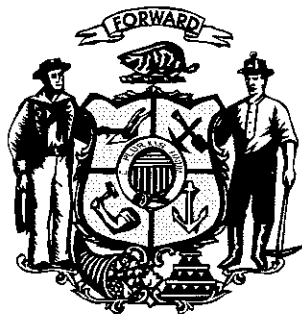# Completing Election Day Forms: A Step-By-Step Guide

August 2006

Wisconsin State Elections Board
17 West Main Street, Suite 310
P.O. Box 2973
Madison, WI 53701-2973

Phone: (608) 266-8005
FAX: (608) 267-0500
HTTP://elections.state.wi.us

ELECTIONS

DIRECTORY

Wisconsin State Elections Board
17 West Main Street, Suite 310
P.O. Box 2973
Madison, WI 53701-2973
Phone: 608-266-8005
FAX: 608-267-0500
Website: http://elections.wi.gov
email: seb@seb.state.wi.us

STATE ELECTIONS BOARD - ELECTIONS ADMINISTRATION

Agency General Number   608-266-8005
     FAX   608-267-0500
           email: seb@seb.state.wi.us

Diane Lowe
Lead Elections Specialist   608-266-3276
           email: diane.lowe@seb.state.wi.us

Steve Pickett
Elections Specialist-Local Election Administration   608-266-3061
           email: steve.pickett@seb.state.wi.us

Ross Hein
Elections Specialist -Voting Equipment Cert.   608-267-3666
           email: ross.hein@seb.state.wi.us

Daniel Rossmiller
Elections Specialist-HAVA Compliance   608-266-2094
           email: daniel.rossmiller@seb.state.wi.us

Kristofer Frederick
Elections Director and HAVA Coordinator.   608-266-8005
           email: kristofer.frederick@seb.state.wi.us

George A. Dunst
Legal Counsel   608-266-8005
           email: george.dunst@seb.state.wi.us

Kevin J. Kennedy
Executive Director   608-266-8005
           email: kevin.kennedy@seb.state.wi.us

STATE ELECTIONS BOARD MEMBERS

David L. Anstaett	Patrick J. Hodan	Robert J. Kasieta
Jacob Burns	Carl Holborn	John P. Savage
Kerry Dwyer	Sherwin Hughes	John C. Schober

COMMERCIAL PRINTERS OF ELECTION FORMS

Bear Graphics	Fidlar/GBS
P.O. Box 3290	150 Shore Drive
Sioux City, IA 51101	Burr Ridge, IL 60521
Phone 800-325-8094	Phone 800-659-1516

FEDERAL INFORMATION - ELECTIONS ADMINISTRATION

Military & Overseas Voting

Polli Brunelli, Director
Federal Voting Assistance Program
1155 Defense Pentagon
Washington, DC 20301-1155
Phone 1-800-438-8683
FAX 703-696-1352
email: vote@fvap.ncr.gov
http://www.fvap.ncr.gov

Help American Vote Act (HAVA) and Other Federal Election Law

United States Election Assistance Commission
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005
Phone 866-747-1471
FAX 202-566-3127
http://www.eac.gov

Election Fraud

Craig C. Donsanto, Director of Election Crimes Branch
Department of Justice
Bond Building, 1400 New York Avenue NW, 12th Floor
Washington, DC 20005
Phone 202-514-1421
FAX 202-514-3003

Voting Rights Act

John K. Tanner, Chief
Voting Section, Civil Rights Division
Room 7254 - NWB
Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530 Phone 800-253-3931
http://www.usdoj.gov

COMMERCIAL PRINTERS OF ELECTION FORMS (CONT.)

Election Systems & Software (absentee voting supplies only)
601 28th Avenue, South
Waite Park, MN 56387-0548
Phone 800-800-8225

Table of Contents

EB-101: Ballot Bag or Ballot Container

This form is attached to the ballot bag, ballot container or other carrier used for ballots. In order to complete this form, the election inspectors should:

1. Complete the ward, municipality & county, and election date information before the polls close
2. The chief election inspector and two additional election inspectors (including one inspector from each of the two major political parties, unless the election inspectors are appointed without regard to party affiliation) sign and date the form after the ballots are sealed into the container.
3. Ensure that only ballots are placed into the ballot bag or container.
4. Promptly return the bag or container to the municipal clerk.

Municipalities that use optical scan equipment or Direct Recording Electronic (DRE)/touch screen equipment should use only one ballot bag or container. Municipalities that use paper ballots should have one bag for each type of ballot.

Reminders:

1. If using paper ballots, make sure that the ballots are separated by type and that only the proper type(s) of ballots are placed in their respective ballot bag or container.
2. Make sure that the ballots are secured in the ballot bag or container. Ballot bags and containers must be sealed/secured in such a way that they cannot be tampered with without leaving evidence.

BALLOT CONTAINER CERTIFICATE
for Regular and Irregular Ballots

We, the undersigned election inspectors, certify that we placed the ballots and other election records required by s.7.51(3)(a), (c), (5), Wis. Stats., from _____ Ward(s) of

the ⎰ Town
⎱ City
⎱ Village
⎰ of _____ _____ County, State of Wisconsin from the

election held on _____ _____ in this container for delivery to the municipal clerk.

Election Inspectors

_____

_____

_____

_____

_____

_____
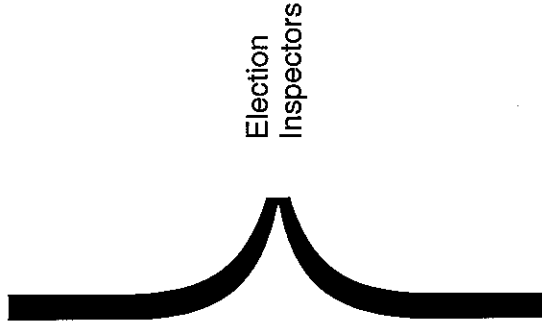
Dated this _____ day of _____

****

This container, sealed, with the ballots enclosed, shall be returned immediately to the municipal clerk. s.7.51(3)(a), (5), Wis. Stats. The municipal clerk shall provide for the delivery of county, state, federal and school ballots to the appropriate clerk. s.7.51(5), Wis. Stats. If the municipality has designated a central counting location pursuant to s.7.51(1), Wis. Stats, the municipal clerk or two inspectors shall transport the container to the central counting location designated by the municipal clerk. s.5.85(5), Wis. Stats.

ELECTION BALLOTS MAY ONLY BE DESTROYED UNDER THE PROVISIONS OF s.7.23(1)(h), (2), Wis. Stats.

EB-102: Brown Envelope for Rejected Absentee Ballots w/ Certificate

Each absentee ballot that is rejected is kept separately in its envelope and placed into this brown carrier envelope. Every rejected absentee ballot must be assigned a unique number and recorded on the Inspectors' Statement (EB-104).

The EB-102 is the front side of the brown envelope, and should be completed by:

1. Entering the ward, municipality & county, and election date information before the polls close.
2. Signing and dating the form after the polls close and the rejected absentee ballots are sealed into the container.

The chief election inspector and two additional election inspectors (including one inspector from each of the two major political parties, unless the election inspectors are appointed without regard to party affiliation) should sign the EB-102. Election inspectors should promptly return the envelope to the municipal clerk. If the election includes ballots for federal, state or county offices, the municipal clerk forwards this envelope to the County Clerk.

CERTIFICATE
OF
REJECTED ABSENTEE BALLOTS

We certify that the absentee ballots contained in this envelope were rejected by us at the election held in

the _____ Ward(s)

of the   Town
         Village } of _____, _____ County, Wisconsin
         City

on the _____ day of _____, _____

for the reasons shown on the back of each certificate envelope. Each rejected certificate envelope was assigned a number and listed on the Inspectors' Statement (EB-104) prepared and filed by us with the election returns.

_____

_____

_____

_____

_____   } Election
                                              Inspectors
_____

_____

_____

Dated this _____ day of _____, _____

☆ ☆

Election Inspectors
- Ballots of absentee voters which are rejected pursuant to the provisions of s.6.88, Wis. Stats., shall be kept in their certificate envelopes and returned enclosed in this carrier envelope to the municipal clerk.
- These ballots may not be counted, and the names of voters may not be entered on the poll list or assigned a number on the registration list.
- Each ballot should be numbered and the reason for rejection listed on the back of the ballot and on the Inspectors' Statement (EB-104).
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. s.6.88(3)(b), Wis. Stats.

Municipal and County Clerks
- The municipal clerk is responsible for delivery of this envelope to the county clerk by 2 p.m. on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast. s 7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount. s.9.01, Wis. Stats.

This form is printed on a brown envelope.

EB-103: White Envelope for Used Certificate Envelopes of Absentee Electors w/ Certificate

The used certificate envelopes for those absentee ballots that are not rejected are placed into this white carrier envelope. These absentee voters should be recorded on the poll list and assigned a voter number and, unless processed as a provisional ballot, these absentee ballots should be placed in the ballot box or optical scan voting equipment.

The EB-103 is located on the front of the white envelope. Election inspectors should make sure to complete the form by:

1. Entering the ward, municipality & county, and election date information before the polls close.
2. Signing and dating the form after the polls close and sealing the used certificate envelopes in the container. The chief election inspector and two additional election inspectors (including one inspector from each of the two major political parties, unless the election inspectors are appointed without regard to party affiliation) sign this certificate.

This envelope should be promptly returned to the municipal clerk. If the election includes ballots for federal, state or county offices, the municipal clerk forwards this envelope to the County Clerk.

Reminders:

1. A candidate at the election cannot be a witness to an absentee ballot.
2. Failure to return unused primary ballots (in municipalities using paper ballots) does not invalidate an absentee elector's vote on the ballot(s) returned.

USED CERTIFICATE ENVELOPES
OF
ABSENTEE ELECTORS

We certify that the used certificate envelopes of absentee ballots contained in this envelope were offered

for voting at an election held in the _____ Ward(s)

of the
town
village   } of _____, _____County, Wisconsin
city

on the _____ day of _____, _____ .

The certification on each absentee certificate envelope was executed in compliance with ss.6 22, 6.87, Wis. Stats. The ballots were placed in the proper ballot boxes after each absent voter's name and post office address was entered on the poll list or a voting number was assigned to the absentee elector's name on the registration list along with an indication that the elector voted absentee.

_____

_____

_____

_____   } Election
                                         Inspectors
_____

_____

Dated this _____ day of _____, _____ .

☆ ☆

Election Inspectors
- Election inspectors shall announce the name of each absentee elector.
- When the inspectors find that the certification has been properly executed, and the absentee voter is a qualified elector of the ward and has not voted in the election, they shall enter an indication on the poll or registration list that the elector voted absentee.
- The inspectors shall open the envelope containing the ballots so as not to deface or destroy the certification.
- The inspectors shall take out the ballots and deposit them in the proper ballot boxes. s.6.88(3)(a), Wis. Stats.
- Used certificate envelopes of absentee voters who have cast ballots shall be placed in this carrier envelope and returned to the municipal clerk after the polls close. s.7.51(3)(d), Wis. Stats.

Municipal and County Clerks
- The municipal clerk is responsible for delivery of this envelope to the county clerk by 2 p.m on the day following the election if a county, state or federal election is held in conjunction with the election for which these ballots were cast. If there is no county, state or federal election held in conjunction with this election, this envelope shall be kept by the municipal clerk or returned to the clerk responsible for administering the election for which the absentee ballots were cast s.7.51(3)(d), (5), Wis. Stats.
- In the event of a recount, the county clerk or appropriate municipal clerk will return this envelope to the board of canvassers responsible for conducting the recount s 9.01, Wis. Stats.

This form is printed on a white envelope

EB-104: Inspectors' Statement

This form is used to record "critical incidents" or other unusual events that occur on election day. Events should be recorded as the day progresses (each event should be recorded on the EB-104 document).

In order to complete this form, the election inspectors should:

1. Complete the heading (ward/municipality, date) before opening the polling place.
2. Record any incident as it occurs. Each incident is assigned a number, starting with "1".
3. Use as much space as necessary to provide an accurate and full description of all incidents, making sure to record the time of the event.
4. Make sure that the election inspector who records an event initials the form.
5. Use the incident codes on the back of the Incident Log (if the codes apply).
6. Record the number of voters and sign the form (after the polls close).
7. Make sure to record the times that each election inspector and chief election inspector worked.
   a. Inspectors who leave before the polls close should sign the form and indicate the hours worked when they leave for the day.

The chief election inspector and two additional election inspectors (including one inspector from each of the two major political parties, unless the election inspectors are appointed without regard to party affiliation) should sign the EB-104. The chief inspector must also certify that he/she has completed training for that election. This form should be promptly returned to the municipal clerk along with the other election materials.

Reminder:
1. If no incidents are recorded at an election, make sure to check the box on the Inspectors' Statement (EB-104) to indicate that no incidents occurred.
2. Don't seal the completed Inspectors' Statement (EB-104) in the ballot bag.
3. Starting July 1, 2006, the EB-104 no longer has to be completed in duplicate. Only ONE original is maintained and given to the municipal clerk. The municipal clerk will make appropriate copies for the school district and county clerks.

Inspectors' Statement

We, the undersigned election inspectors, hereby certify that the following is a true and correct

statement for an election held in the _____ ward(s) of the _____ of
                                    (ward number(s))   (Town, Village of City)

_____, County of _____,
(Name of Municipality)   (Name of County)

State of Wisconsin, on the _____ day of _____, 20_____.
                            (Day)   (Month)   (Year)

☐   **Check box if no incidents were recorded for this election.**

Total number of voters: _____
*(The number of absentee voters plus the number of in-person voters. Do **not** include voters who cast provisional ballots.)*

Number of absentee voters: _____   **Number of provisional ballots:** _____

Signatures of Election Inspectors	*Time Worked*
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

CERTIFICATION OF CHIEF INSPECTOR

I certify that: I have completed the required training administered by the State Elections Board, and have been duly certified as a Chief Inspector. I served as the Chief Inspector for the election described above for the time period indicated below.

_____   ☐ ENTIRE DAY   ☐ FROM _____ a.m.   TO: _____ a.m.
(Signature of Chief Inspector)   p.m.   p.m.

_____   ☐ FROM _____ a.m.   TO _____ a.m
(Signature of Chief Inspector)   p.m.   p.m.

- **This form is to be made in duplicate.**
    - ✓One copy is to be filed with the County Clerk.
    - ✓One copy is to be filed with the Municipal Clerk. (Wis. Stat. 7.51)
    - (Municipal clerk provides other copies as needed.)

- The Inspectors' Statement is returned to the respective Clerk with the other Election forms.

DO NOT SEAL IN BALLOT BAG!

EB-104 (Rev.7/20/04)

Incident Log   (Please refer to the Election Day Manual for detailed procedures!)

Incident Number	Incident Code (See glossary)	Description of Incident	Time Incident Occurred	Election Officials Initials
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m. p.m.	
			a.m p.m.	
			a m. p.m.	

Code	Description of Incident	Procedure for Completing Inspectors' Statement
RO RS RW RD RB RV	**Rejected Absentee Ballots—***Absentee ballots are rejected if:* The certificate envelope is open or appears to have been opened and resealed. The elector did not sign the certificate envelope. There is no signature of a witness. The inspectors have reliable proof that the elector has died before election day. Elector has voted more than one ballot of the same type. Elector has already voted in this election.	1) List voter's name and reason ballot was rejected. 2) Indicate the reason for rejection on the certificate envelope 3) Mark the certificate envelope *"Rejected #(serial number)."* 4) Place the envelope containing the ballot in the Rejected Absentee Ballot envelope. 5) The elector's name is not entered on the poll list. 6) Do not count the ballot.
D	**Defective Ballots which are remade by election officials**	1) Describe why the ballot had to be remade (ex: voter used red pen, voter circled names rather than marking arrow, mutilated by postal equipment). 2) These ballots are labeled *"Original Defective Ballot # (serial number)"* and *"Remade Defective Ballot # (same serial number)."* 3) The "remade" ballots are inserted into the counter. 4) The "defective" ballots are bundled together, marked and placed in the **Original Ballots Envelope**. 5) The **Original Ballots Envelope** is placed in the ballot container.
CC CA CR CF CI CV PV	**Challenged Ballots and Provisional Ballots** **Ballots may be challenged because:** The person is not a citizen of the United States. The person is not at least 18 years of age. The person has not resided in the election district for at least 10 days. The person has a felony conviction and has not been restored to civil rights The person has been adjudicated incompetent. The person has voted previously in the same election. **A provisional ballot was issued** because the elector was required to present I.D. and did not.	1) Complete the *"Challenge Documentation" (Form EB-104C)*. (There should be one (EB-104C) for each challenged elector.) 2) Mark ballot *"Challenged – Voter #___."* (Use voter number from poll list.) 3) Mark *"challenged"* next to voter's name on the poll list. 4) Challenged ballots are inserted into the counter. 5) Bundle together, label *"Challenged Ballots,"* and place in ballot container. Refer to the Provisional Ballots section of the Election Day Manual for instructions on issuing provisional ballots.
VI	**Ballots where voter intent could not be determined and, therefore, votes could not be counted**	1) Describe the issue that caused the inspectors to decide that voter intent could not be determined. 2) Mark ballot *"Defective-Intent,"* and assign a serial number. 3) Bundle together, mark *"Defective-Voter Intent Could not be Determined,"* and place in ballot container.
O	**"Objected To" Ballots** Objected Ballots are ballots that a <u>minority</u> of inspectors felt should not be counted.	1) Count the vote the way the majority of the inspectors determined it should be counted. 2) Assign a serial number to ballot, and indicate reason for objection. 3) Bundle together, label *"Objected to Ballots,"* and place in ballot container.
X	**Other Occurrences or Irregularities**	Describe any other occurrences or irregularities at your voting site which may or may not affect the validity of the election.

EB-104c: Challenge Statement

This form is used to record any challenge made at the polling place. Challenges can be made to absentee ballots or to electors who appear in-person at the polls. A challenge must be made when an elector requests a ballot from the election inspectors or when an absentee ballot is processed. <u>A challenge can only be made by a qualified elector of Wisconsin</u>. A challenge statement should be completed for each challenge made.

Election inspectors can follow the process provided by the EB-104c. In order to complete this form and process a challenge:

1. List the name and address of the challenged elector at the top of the form.
2. Identify the challenge participants.
3. List the name of the election inspector. If an election inspector makes a challenge, a separate election inspector must process the challenge and issue the oaths.
4. List the name of the election inspector making the challenge (if applicable) or the name of the individual making the challenge.
5. If the challenge is to an absentee ballot, complete parts A & E only.
6. If the challenge is to an elector who is present at the polling place, start with part A and proceed through document.

7. <u>Part A is addressed to the challenger:</u>
   a. If challenger refuses to take the oath, provide a valid reason for the challenge or offers no information to support the challenge, then the process is terminated and the elector is allowed to vote without further challenge.
   b. The challenge must be issued based upon one of the reasons listed in question 3.

8. For question 4, only those questions relating to the reason for the challenge (the reason listed in question 3) are asked.

9. <u>Part B is addressed to the challenged elector</u>
   a. If a challenged elector refuses to take oath or answer any of the questions, or the answers indicate that the individual is not eligible, then the challenged elector does not vote/is not given a ballot.

11

b. If the elector does not vote/is not given a ballot, this information is noted in the box on the bottom of page 3.

10. For question 2, only those questions relating to the challenge are asked of the challenged elector.

11. Part C is addressed to the challenger:
   a. The election inspector offers the challenger an opportunity to withdraw the challenge.

12. Part D is addressed to the challenged elector.

13. The election inspector administers an oath to the challenged elector:
   a. If the elector refuses to take the oath, register to vote, or responds "No," the elector does not receive a ballot
   b. If the elector responds "Yes," the election inspector:
      i. Confirms the elector's registration. If the elector is not registered and the individual is a qualified elector who can provide proof of residence, the elector should complete the Voter Registration Application (EB-131).
      ii. Marks the back of the ballot with both the voter number and "Section 6.95" and writes the voter number on the front of the EB-104c and on the voter list (The voter number is marked on ballot in case a challenge occurs during a recount or court proceeding).
   c. The elector votes the ballot and inserts it into the ballot box or optical scan equipment.
   d. The election inspector indicates the reason(s) for the challenge on the voter list, and records the challenge incident on the EB-104 Inspectors' Statement.

14. Part E – Challenged Absentee Voter
   a. Remember: for absentee voters, only complete parts A & E of the EB-104c.
   b. The election inspector:
      i. Writes the voter number of the challenged elector and "Section 6.95" on the back of the ballot.
      ii. Writes the voter number on the front of the EB-104c and on the voter list.
      iii. Indicates the reason(s) for the challenge on the voter list and records the challenge incident on the EB-104 Inspectors' Statement.

15. If the challenged elector does not receive a ballot, the election inspector indicates the reason in the box at the bottom of page 3.

This form should be promptly returned to the municipal clerk along with the other election materials.

Challenge Documentation

Name and Address of **Challenged** Elector:

_____

_____

Identifying Challenge Participants

Name of Inspector Administering Oaths or Affirmations_____

1. Person Challenging Electors who are Present at the Polling place
(Check the box that applies and provide the information requested.)

❏ **Inspector** (Who Is a Qualified Elector) *Making Challenge to an Elector who is Present at the Polling Place*

Name of Challenging Inspector_____ (Proceed to Part A.)

or

❏ Name and Address of **Elector** *Making Challenge to an Elector who is Present at the Polling Place*

_____

_____ (Proceed to Part A)

2. Person Challenging Absentee Electors
(Check the box that applies and provide the information requested)

❏ **Inspector** (Who Is a Qualified Elector) *Making Challenge to An Absentee Elector*

Name of Challenging Inspector_____ (Complete Parts A & E.)

or

❏ Name and Address of **Elector** *Making Challenge to An Absentee Elector*

_____

_____ (Complete Parts A & E.)

Part A. Challenger
(Indicate the challenger's answers to your questions by checking "yes" or "no." Provide any other information requested)

1. Oath (or Affirmation) of Truthfulness given by inspector to challenger:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding the challenged person's place of residence and qualifications as an elector of this election."
   ❏ yes ❏ no
   If "yes," proceed with challenge process. If "no," see the end of this section*.

2. Inspector asks challenger if they are a qualified elector of Wisconsin. (Only an elector may challenge)
   ❏ yes   ❏ no
   If "yes," proceed with challenge process. If "no," see the end of this section*.

3. Challenger gives reason for challenge using one of the following criteria that applies to the person being challenged:
   ❏ the person is not a citizen of the United States;
   ❏ the person is not at least 18 years of age;
   ❏ the person has not resided in the election district for at least 10 days;
   ❏ the person has a felony conviction and has not been restored to civil rights;
   ❏ the person has been adjudicated incompetent;
   ❏ the person has voted previously in the same election

4. Inspector asks the following question(s) of challenger which are appropriate to determine the qualifications of the challenged elector:
   ❏ Why do you believe that the challenged elector is not a United States citizen?
   ❏ Why do you believe that the challenged elector is not at least 18 years of age?

☐ Why do you believe that the challenged elector has not, for at least the 10 days before this election, resided in, or been a resident of, the ward or election district from which he or she seeks to vote?

☐ For which of the following reasons, and why, do you believe the challenged elector is currently disqualified from voting:

  ☐ A felony conviction for which the challenged elector is still serving probation or is on parole or extended supervision?

  ☐ A judge's ruling that he or she is incapable of voting?

  ☐ Having made a bet or wager on this election?

  ☐ Having voted previously in this election?

☐ Record Challenger's Answer(s)

_____

_____

_____

_____

*IF CHALLENGER REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF VERACITY, IS NOT A QUALIFIED ELECTOR OF WISCONSIN, REFUSES TO GIVE A VALID REASON FOR CHALLENGE OR REFUSES TO PROVIDE INFORMATION TO SUPPORT THE CHALLENGE, THE CHALLENGE PROCESS IS TERMINATED AND THE ELECTOR IS ALLOWED TO VOTE.

OTHERWISE:

5. *Proceed to Part B.*

Part B. Challenged Elector
(Indicate the challenged elector's answers to your questions by checking "yes" or "no ")

1. Oath (or Affirmation) of Truthfulness given by inspector to challenged elector:
"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you regarding your place of residence and qualifications as an elector of this election."

  ☐ yes   ☐ no

  If "yes," proceed with challenge process If "no," see end of this section.*

2. Inspector asks challenged elector only those of the following questions which are appropriate to test the person's qualifications based on the cause for the challenge:

  ☐ Are you a United States citizen?   ☐ yes   ☐ no

  ☐ Are you at least 18 years of age?   ☐ yes   ☐ no

  ☐ For at least the 10 days before this election, have you resided in, or been a resident of, the ward or election district from which you seek to vote? ☐ yes   ☐ no

  ☐ Are you currently disqualified from voting for any of the following reasons:

    ☐ A felony conviction for which you are still serving probation or are on parole or extended supervision?   ☐ yes   ☐ no

    ☐ A judge's ruling that you are incapable of voting?   ☐ yes   ☐ no

    ☐ Having made a bet or wager on this election?   ☐ yes   ☐ no

    ☐ Having voted previously in this election?   ☐ yes   ☐ no

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF VERACITY, REFUSES TO ANSWER ANY OF THE QUESTIONS IN PART B, OR THE ANSWERS GIVEN INDICATE THAT THE CHALLENGED ELECTOR DOES NOT MEET VOTING ELIGIBILITY REQUIREMENTS,

THE CHALLENGED ELECTOR **IS NOT GIVEN A BALLOT**. INDICATE THE REASON FOR NOT ISSUING A BALLOT TO THE CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

OTHERWISE:

3. *Proceed to Part C*

Part C. Opportunity to Withdraw Challenge
(Indicate the challenger's answer by checking "yes" or "no.")

Does challenger withdraw the challenge?

☐ Yes. (Challenge process is terminated, and elector is given a ballot.)   ☐ No. (*Proceed to part D.*)

Part D. Oath (or Affirmation) of Eligibility
(Indicate the answers to your questions by checking "yes" or "no.")

1. Inspector administers oath (or affirmation) of eligibility to challenged elector:

"Do you solemnly swear (or affirm) that: you are at least 18 year of age; you are a citizen of the United States; you are now and for 10 days have been a resident of this ward except under s.6.02(2); you have not voted at this election; you have not made any bet or wager or become directly or indirectly interested in any bet or wager depending upon the result of this election; you are not on any other ground disqualified to vote at this election."

☐ yes   ☐ no

If "yes," proceed with 2 and 3.

If "no," see end of this section*.

2. *In municipalities that currently require voter registration*: Is challenged elector registered?

☐ Yes   ☐ No. (Elector must complete a registration form before ballot is given.)

3. If the challenged elector answered "yes" to question number 1 and has registered to vote (if applicable), the challenged elector is given a ballot. **Before issuing ballot to the challenged elector, inspectors must**

☐ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
☐ Write the voter number on the front of this form and on the voter list,
☐ Indicate the reason for the challenge on the voter list.

*IF CHALLENGED ELECTOR REFUSES TO TAKE THE OATH (OR AFFIRMATION) OF ELIGIBILITY OR REFUSES TO REGISTER (WHERE REQUIRED), THE ELECTOR **MAY NOT** BE GIVEN A BALLOT. INDICATE REASON FOR NOT ISSUING A BALLOT TO A CHALLENGED ELECTOR IN THE BOX AT THE BOTTOM OF THIS PAGE.

Part E. For Challenged Absentee Elector Only
(Indicate that the following procedures have been accomplished by checking the box next to each procedure.)

Before depositing absentee ballot of the challenged elector in ballot box, inspectors must
☐ Write the voter number of the challenged elector and "Section 6.95" on the back of the ballot,
☐ Write the voter number on the front of this form and on the voter list,
☐ Indicate the reason for the challenge on the voter list.

When Ballot Is NOT Issued to a Challenged Elector
(Indicate the reason for not issuing a ballot to a challenged elector by checking the appropriate box.)
☐ The challenged elector refused to take the oath or affirmation of eligibility under Part D.
☐ The challenged elector refused to answer fully any relevant questions put to him or her by the inspector under Part B.
☐ The answers to the questions given by the challenged elector indicate that they do not meet the voting qualification requirements of ss.6.02 and 6.03, Stats.

EB-104c (Rev. 3/2005) Inspector should attach this form to the Inspectors' Statement (EB-104)

EB-105: General Purpose Tally Sheets
(for write-ins and any hand counts)

This form is used to tally/count votes in municipalities that use paper ballots.
This form is also used to tally/count all write-in votes for municipalities that use electronic voting equipment (optical scan, DRE or other touch screen systems).

The EB-105 includes three parts: the front part of the Tally Sheet, the back part of the Tally Sheet and the Certification. The following instructions explain how to correctly complete each part.

TALLY SHEET (front)
1. No more than three offices should be included on a single sheet.
2. Each type of office (as noted by the check boxes) should be listed on a separate tally sheet.
    a. For partisan primaries, each party must be tallied on a separate sheet.
3. Complete the ward, district, municipality, and date information at the top of the sheet (the municipal clerk may have filled out this information already).
4. Fill-in the voter number of the last individual who votes.
5. Check the appropriate box for the type of election (Primary or Election).
6. Check the appropriate box for the type of office (or referenda).
7. Indicate the name of the office and district number, if appropriate.
8. Indicate the name of the candidates, including **ALL** write-in candidates.
9. Use the horizontal boxes to tally the votes by making a hash-mark in the appropriate box to indicate each vote.
10. Calculate and list the total votes cast for each candidate.

TALLY SHEET (back)
1. Enter the name of the municipality and county, and the date of the election.
2. Check the appropriate box for the type of election (Primary or Election).
3. If a partisan primary, indicate name of political party.
4. Check the appropriate box for the type of office (or referenda).

CERTIFICATION
1. Enter the name of the municipality and county, the ward number and the date of the election.

2. **All** election inspectors who participated in the counting of the ballots (including the chief inspector, any tabulators, and inspectors that observed) must sign the certification.

3. Enter the date at the bottom of the form after the election inspectors sign the Certification.

The election inspectors complete the EB-105 in duplicate and return all copies to the municipal clerk. For most elections, one copy is filed with the municipal clerk and the other copy is filed with the county clerk. The county clerk signs, dates and fills-in the name of the county at the bottom of the form. For school district elections, one copy is filed with the municipal clerk and the other copy is filed with the school district clerk.

Tally Sheet

Showing results for the _____ ward(s) of the _____ aldermanic district of the _____ of _____ in the County of _____

_____ on the _____ day of _____, 20 _____ as made by the election inspectors setting forth the total number of votes for each office, the names of all persons receiving votes, and the number of votes cast for each person.

(town, village or city)

GIVE NUMBER OF LAST VOTE ON POLL LIST OR HIGHEST NUMBER ON REGISTRATION LIST _____

☐ PRIMARY
☐ ELECTION

☐ CONGRESSIONAL OFFICES
☐ STATEWIDE OFFICES
☐ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
☐ JUDICIAL & SUPERINTENDENT

☐ COUNTY OFFICES
☐ LOCAL OFFICES
☐ SCHOOL DISTRICT OFFICES
☐ REFERENDA

Name of Party (Partisan Primary) _____

INSTRUCTIONS: Insert office titles vertically and the names of all candidates horizontally next to office title.

Office	Names of Candidates Including Write-Ins																				Total Votes Cast (In figures)
	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
	105	110	115	120	125	130	135	140	145	150	155	160	165	170	175	180	185	190	195	200	

TALLY

Of the votes given in the

_____ of _____
(Town, Village or City)

County of _____

State of Wisconsin

on _____, 20 _____

☐ PRIMARY ☐ ELECTION

Name of Party (Partisan Primary) _____

☐ CONGRESSIONAL OFFICES
☐ STATEWIDE OFFICES
☐ LEGISLATIVE & DISTRICT ATTORNEY OFFICES
☐ JUDICIAL & SUPERINTENDENT
☐ COUNTY OFFICES
☐ LOCAL OFFICES
☐ SCHOOL DISTRICT OFFICES
☐ REFERENDA

NOTE: THIS STATEMENT IS TO BE MADE IN DUPLICATE, ONE TO BE FILED WITH THE MUNICIPAL CLERK AND THE OTHER TO BE DELIVERED TO THE COUNTY CLERK. FOR SCHOOL DISTRICT ELECTIONS, ONE COPY IS DELIVERED TO THE MUNICIPAL CLERK, AND THE OTHER IS DELIVERED TO THE SCHOOL DISTRICT.

STATE OF WISCONSIN
County of _____

Received and filed this _____ day of _____
20 _____.

_____
(Signature of County Clerk)

EB-105 (rev. 5/90) (reformatted 5/04) This information is required by
s. 7.51, Wis. Stats.)

CERTIFICATION

State of Wisconsin)
) ss.
County of _____)

We, the undersigned, certify that we are election inspectors

for the _____ wards(s) of the _____

aldermanic district of the _____

of _____, State of Wisconsin,
(town, village or city)

for the primary or election held on the day of

_____, 20 _____

We further certify that we have counted all the ballots cast in said ward or polling place, that the count was duly and legally made and that the results of the count shown on the within tally sheet statement is correct.

_____
_____
_____
_____
_____
_____

(Signatures of at least 3 Election Inspectors, including the chief inspector and one inspector representing each of the 2 major political parties. Any inspector or tabulator participating in the ballot count must sign the certification.)

Dated _____, 20 _____

EB-106: Municipal Canvass Report/Tabular Statement of Votes Cast

Unlike the EB-105, which is used by election inspectors to tally votes, the EB-106 is used by the Board of Canvassers to report and certify vote totals.

If the municipality has one reporting unit and one set of results, the election inspectors act as the Board of Canvassers on election night. For example, in a village with only one reporting unit, the poll workers are the Board of Canvassers for all village offices (but not for school district, county, or state offices), and must report and certify the election results on election night.

The Board of Canvassers may use an alternate form to report this information, but the form must include the three parts of this form:
- A Tabular Statement
- A Certification which includes the language contained on the EB-106
- A Summary Statement

In order to complete the EB-106, the Board of Canvassers should:

Complete the Tabular Statement by:
1. Listing the name of the municipality or county, depending on the Board of Canvassers.
2. Listing the type of election (primary, Spring, etc.) and date of the election.
3. Completing a separate Tabular Sheet for each office.
4. Listing the name of the office or district number.
5. Listing the question (if a referendum).
6. Listing the **correct** ward combinations as they will be reported (**these combinations are listed by reporting unit, so each ward might not be listed separately**), in numerical order in the left-hand column.
7. Listing the name of the candidates in ballot order below the shaded area (listed horizontally), including any write-in candidates.
    a. Each write-in candidate must be listed separately.
    b. All names must be counted and recorded.
8. Listing the number of votes for each candidate in the reporting unit.
9. Listing the total votes cast in the municipality or county for each candidate, including write-in candidates, in the box at the bottom of the sheet.

10. Listing the total number of votes cast for the office, which may be different from the total number of voters. Different offices/contests may have different vote totals.

Complete the Certification of the Board of Canvassers by:
   1. Listing the name of municipality and county.
   2. Listing the date of the election.
   3. Listing the office.
   4. Listing the name of the candidate with the highest number of votes.
      a. If a primary, also list the candidate with the second highest number (or the number needed to be nominated) of votes.
   5. Listing the names of each member of the Board of Canvassers.
      a. Each member must sign the document.
   6. Listing the date that the canvass was completed and the document was signed.

Complete the Summary Statement of the Board of Canvassers by:
   1. Listing the type of election (primary, Spring, special partisan primary, etc.) and date of the election.
   2. Listing the name of the office and branch/district number if applicable.
   3. Listing each candidate in ballot order and the number of votes received.

Reminder:

1. Don't seal the completed Canvass Report (EB-106) in the ballot bag.

Tabular Statement of Votes Cast

_____, WI

_____ Election - _____, _____

(For County Use Only)		
For a Partisan Primary, insert political party		

Office:		
Reporting Units:	Candidates:	Scattering (for Counties only)
Total Votes Cast-Candidates:		
Total Votes Cast-Office:		

Completing the Tabular Statement of Votes Cast

Instructions For Municipal Canvass:

- Write the name of your municipality, the kind of election - primary, spring, or special election, etc., and the date of the election in the heading.

- Enter the complete name of the office with the seat or district number in the shaded area.

- List the names of the candidates for the office in ballot order below the shaded area

- Make sure that all wards or ward combinations are listed in proper numerical order in the left hand column. The smallest number in a combination determines the order *(Example. Wards 1&4; Wards 2,6 & 7; and Wards 3&5.)*

- For each reporting unit, list the number of votes cast for each candidate

- Don't forget the write-in votes - they must be listed individually by name.

- Enter the total number of votes cast for each candidate at the bottom of the column Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast-Office" space. This total is the sum of the vote totals for each candidate plus the write-ins.

Notes for Municipal and County Clerks:

Combining Reporting Units A municipality may provide for combined wards by resolution up to 30 days* before the spring primary or election, if your population is under 35,000 It's important to remember that for the spring primary and the spring election, wards in a municipality may be combined for judicial offices even though separate results may be required for county, municipal, or school district offices. The wards being combined must use the same polling place.
*60 days before a September Primary or General Election.

Reporting for annexations requires special attention. As long as the area being annexed belongs to the same representative districts, i.e., congressional, legislative, and county supervisory districts, as the adjacent area to which it's being annexed, then the annexed area is reported together with the adjacent area using the same ward number. But if the annexed area has **different** representative districts from its adjacent area or crosses county lines, the municipality is required by law to create a separate ward giving it the *next consecutive number*. All election results from this new ward must be reported under the new ward number

---

Instructions For County Canvass:

- Write the name of your county, the kind of election - primary, partisan primary, spring/general election, or special, etc., and the date of the election in the heading.

- A separate report must be completed for each political party in a *partisan primary only*. Write in the name of the political party on the line provided

- Enter the complete name of the office with the branch or district number in the shaded area.

- List the names of the candidates for the office in ballot order below the shaded area.

- Please list all municipalities and wards in the correct order in the left hand column The smallest number in a combination determines the order *(Example: Wards 1&4; Wards 2,6 & 7: and Wards 3&5.)*
  1. Towns, alphabetically, wards numerically.
  2. Villages, alphabetically, wards numerically.
  3. Cities, alphabetically, wards numerically

- Make sure that all wards or ward combinations are listed along with the municipality name. If a municipality is divided by wards, but combines them for voting purposes and reports one total, **you must still identify the numbers of the wards** being reported. *(Example: Town of Anywhere, Wards 1&2 If a municipality is not divided by wards do not list "Ward 1.")*

- For each reporting unit, list the number of votes cast for each candidate

- Don't forget the scattering column - if there are no write-in votes for a reporting unit, list 0

- Enter the total number of votes cast for each candidate at the bottom of the column. Please give the **total number of votes cast** (not voters!) for each office in the "Total Votes Cast" space. This total is the sum of the vote totals for each candidate plus the scattering.

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

_____

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

_____ Clerk.

(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on _____..

(Insert date of primary or election)

OFFICE	HIGHEST CANDIDATE	SECOND HIGHEST CANDIDATE (For Primary Only)
(Title of Office)	(Name of Winning Candidate)	(Name of Second Highest Candidate)

BOARD OF CANVASSERS

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

_____
(Date)

This document is signed by:

For a municipal election – The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
For a municipal election – The municipal board of canvassers when there are 2 or more reporting units s.7.53(2)(a), Stats.
For state and county elections – The county board of canvassers s.7.60(2) Stats

Summary Statement of the Board of Canvassers

_____ Election - _____, _____

The total number of votes cast for _____ was _____
of which
(insert office)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

Scattering _(for county only)_   received   _____

The total number of votes cast for _____ was _____
of which
(insert office)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

Scattering _(for county only)_   received   _____

The total number of votes cast for _____ was _____
of which
(insert office)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

_____   received   _____
(candidate's name)

Scattering _(for county only)_   received   _____

Voter Lists

EB-107: Preprinted Voter List

The municipal clerk should provide two copies of a pre-printed list of all currently registered voters for use on election day, including individuals who registered prior to the close of registration (3rd Wednesday before the election). Once fully implemented, the Statewide Voter Registration System (SVRS) will generate this pre-printed list. The election inspector adds a voter number to the voter list for each voter, including absentee voters, starting with "1" and adding sequentially. The pre-printed list will include notations indicating special circumstances, such as that first-time voter who registered by mail is required to show proof of residence ("ID required") or that the elector is a confidential voter ("Confidential"). See the sample preprinted voter list (page 29) for examples of notation.

EB-107s: Supplemental Voter List

This is an additional list that is generated at the polling place on election day. The supplemental voter list should include:
- A list of all former and new Wisconsin residents who voted only for president (for presidential elections only).
- Individuals who registered in-person with the municipal clerk after the close of registration (now the 3rd Wednesday before the Election). These individuals should have a registration certificate.
- Individuals who register on election day, or who claim to be registered but do not appear on the pre-printed registration list.
- Individuals who are reassigned from another polling place.

In order to correctly complete the Supplemental Voter List, election inspectors should:

1. List the municipality and date of the election in the spaces at the top of the form.
2. List the name and address of each voter added to the list.
3. List the voter number.
    a. Remember, the voter number is assigned to each voter sequentially, regardless of which voter list is (EB-107 or EB-107s) used for the voter.

> i. The pre-printed voter list and the supplemental list should be viewed as "<u>one total voter list</u>".
4. List the appropriate ward and ballot combo/style, if known.
5. List any comments or the type of proof of residence used in the Notes section.

For other questions regarding voter lists, please see the Election Day Manual and the Election Day Voter Registration Manual.

Notes	Ward	District Combo	Ballot Combo	Name and Address	Voter #	Voter ID and Barcode
				Names beginning with the letter [B]		
	WD8	13258-008-1	NP-2	**BEALE, Alan T**		0000216462
				704 PIRATE ISLAND RD APT 210		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BEAUDELLE, William J**		0000218590
				600 BARTELS ST # 2		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BECHLE, Jason J**		0000218584
				603 FALCON CIR 1		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BEIER, Alissa L**		0000218562
				626 PIRATE ISLAND RD APT 106		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
ID Required	WD8	13258-008-1	NP-2	**BELZ, Charles L**		0000217058
				6202 WINNEQUAH RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BELZ, Linda S**		0000217059
				6202 WINNEQUAH RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BERNER, Scot M**		0000216989
				626 PIRATE ISLAND RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BERNHAGEN, Amy J**		0000216467
				6405 WINNEQUAH RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BERNHAGEN, Charles E**		0000216468
				6405 WINNEQUAH RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
Absentee	WD8	13258-008-1	NP-2	**BEVER, Jerome F**		0000213120
				6302 BRIDGE RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BINDL, Jean A**		0000213109
				6220 WINNEQUAH RD		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		
	WD8	13258-008-1	NP-2	**BISCHEL, Steven J**		0000218582
				704 PIRATE ISLAND RD APT 110		
	ALD: ALD 2 CONG: CG02 USCH:US3675 ASSM: AS48			MONONA, WI 53716		

Supplemental Poll List

Municipality: **Election Date:**

Notes	Ward	Ballot Combo	Name and Address	Voter Number

EB-108: Inspectors' Certificate of Provisional Ballots

This form is attached to the bag, container or envelope used for voted provisional ballots. Provisional voting is only used in two situations:
1. If the individual is a first-time voter who registered by mail and has failed to provide the required proof of residence.
2. If the individual is registering to vote on election day and has a Wisconsin (WI) driver's license but is unable to provide the number.

These are the only two instances when a provisional ballot can be used. Provisional ballots cannot be used if the voter is in the wrong polling place or refuses to provide other information on his/her EB-131 (ie: date of birth).

For first-time voters who registered by mail, the voter list provided by the municipal clerk will contain a notation indicating if proof of residence is required ("ID Required"). If the individual cannot provide the required proof of residence and cannot register at the polling place by using a corroborator to attest to residency, the individual should be issued a provisional ballot.

Registrants who have a WI driver's license must provide the number on the EB-131. WI driver's license holders may NOT use the last four digits of their Social Security number to register. Registrants who have a license and cannot provide the number (forgot their license, don't know the number, etc) may vote provisionally.

The provisional ballot will not be counted until the individual provides the missing information (proof of residence or driver's license number) to the municipal clerk by 4:00pm on the day after the election.

All voted provisional ballots must be sealed inside their unique certificate envelope (EB-123). The completed certificate envelopes (EB-123) must then be placed inside the provisional ballot bag/container/envelope with the attached EB-108.
In order to complete the EB-108, the election inspectors should:
1. List the appropriate ward, municipality and county information.
2. List the date of the election.
3. List the names of all election inspectors, who should also sign the certificate At minimum, the chief inspector and two election inspectors (one from each of the two major political parties) must sign.
4. Date the certificate.

This form should be promptly returned to the municipal clerk along with the other election materials.

INSPECTORS' CERTIFICATE
OF
PROVISIONAL BALLOTS

We certify that the provisional ballots contained in this envelope were cast by voters unable to provide the proof of residence required pursuant to ss.6.36 (2)(b)2., 6.97, Wis. Stats., or unable to provide the driver's license number required pursuant to s.6.36(1)(a), Wis. Stats., at the election held in

the _____ Ward(s)

Of the   Town
       Village } of _____, _____County, Wisconsin
       City

On the _____ day of _____, _____

Each provisional voter was assigned a serial number beginning PV#__. The number was recorded on the registration list, the back of the ballot, the Provisional Ballot Certificate Envelope (EB-123) and listed on the Inspectors' Statement (EB-104) prepared and filed by us with the election returns. Each voter was informed that in order for their ballot to be counted, they must provide the required proof of residence or driver's license number to the municipal clerk no later than 4:00 p.m. on the day after the election. Each voter was given "Provisional Voting Information" prepared by the State Elections Board.

_____

_____ } **Election Inspectors**

_____

Dated this _____ day of _____, _____.

☆ ☆

Election Inspectors
- Provisional ballots of voters unable to provide the proof of residence required by ss. 6.36(2)(b)2., 6.97, Wis. Stats., or the driver's license number required by s 6.36(1)(a), Wis. Stats., shall be kept in their certificate envelopes.
- These ballots may not be counted, unless the voter returns with the required proof of residence or driver's license number before the polls close.
- The names of provisional voters are assigned a serial number (PV#__) that is recorded on the registration list.
- The PV# is also recorded on the back of the ballot and on the Provisional Ballot Certificate Envelope (EB-123).
- The back of the ballot should be marked "Section 6.97," voted by the elector, placed in the completed provisional ballot certificate envelope and returned to the election inspectors.
- The inspectors make a notation (including the PV#) that the voter was issued a provisional ballot on the Inspectors' Statement (EB-104).
- The completed provisional ballot certificate envelopes containing the voted ballots are placed in this carrier envelope.
- This envelope will be returned by the inspectors to the municipal clerk after the polls close. s. 6.97, Wis. Stats.

Municipal Clerks
- The municipal clerk shall promptly notify the appropriate boards of canvassers that the clerk has provisional ballots that may be counted if the voter provides the required proof of residence or driver's license number by 4:00 p.m. on the day following the election. The municipal clerk shall make arrangements for the delivery of any ballots that should be included in the canvass if the voter provides the required proof of residence or driver's license number. s.6.97(3), Wis. Stats.

This form is printed on a (*insert color*) envelope.

Proof of Residence

The term "identification" has been replaced by the term "proof of residence" in all situations where a voter must show some sort of documentation. For example, a first-time voter who registered by mail must show proof of residence at the polling place, not "identification".

Acceptable Forms of Proof of Residence
FOR: First-time voters who registered by mail; voters registering in the clerk's office after the close of registration; and voters who register on Election Day
Forms of proof must contain a <u>complete name</u>, including both the first and last name; and a current and <u>complete residential address</u>, including a numbered street address, if any, and the name of a municipality. **Forms which have an expiration date must be valid on election day in order to constitute acceptable proof of residence at that election.**
A current and valid WI driver's license
A current and valid Wisconsin identification card
A university, college or technical institute identification card or fee card that contains a photograph of the cardholder ** May be used even if the card does not contain the cardholder's address, if the educational institution provides a certified student list for use at the polling place
Any other official identification card or license issued by a Wisconsin governmental body
An identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card
A residential lease which is effective for a period that includes election day **(excludes first-time voters registering by mail)**
A real estate tax bill or receipt for the current year or the year preceding the date of the election
A cable television, gas, electric, telephone or other utility service statement for the period commencing not earlier than 90 days before election day

A bank statement	A current paycheck, or check or other document issued by a unit of the government.

EB-118: Contact Information

This form is posted at the polling place. The information should be completed by the municipal clerk. If not, the election inspectors should complete this form by:

1. Listing the appropriate county and telephone number for the district attorney.
2. Listing the appropriate phone number for the municipal clerk.

NOTICE

Contact Information

Reporting Fraud or Corruption

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to state law enforcement officials at:

_____ County District Attorney
(Insert county)

Wisconsin Department of Justice

____-_____-_____
(insert phone number)

608-266-1221

You may report this to federal law enforcement officials at:

United States Attorney's Office
Eastern District of Wisconsin
414-297-1700

United States Attorney's Office
Western District of Wisconsin
608-264-5158

Reporting Civil Rights Issues

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

Reporting Concerns about the Voting Process

If you have questions or concerns about the voting process, including polling place accessibility, you may contact your municipal clerk at:

____-_____-_____
(insert phone number)

You may also contact the State Elections Board at:

Toll-free number: 866-VOTEWIS (866-868-3947)
Madison area: 608-266-0359
Email: seb@seb.state.wi.us

This information is required by HAVA Section 302 (b)and Section 5.35(6)(a)4b., 5., Wis. Stats.

PRINTING INSTRUCTIONS:
It is recommended that the information on this form be printed on durable paper with minimum dimensions of 14" x 9½".

EB-123: Provisional Ballot Certificate Envelope

This form is located on the front of the envelope used for provisional ballots. Each provisional ballot is placed in a separate envelope. Every provisional voter must fill out his/her unique provisional ballot certificate envelope.

Provisional voting is only used in two cases:
1. If the individual is a first-time voter who registered by mail and has failed to provide the required proof of residence.
2. If an individual has a current and valid WI driver's license and does not provide the number (forgot it, doesn't know the number, or refuses).

The voter list provided by the municipal clerk will contain the notation "ID required" to identify first-time voters who are required to show proof of residence. If the individual cannot provide the required proof of residence and cannot register at the polling place by using a corroborator to attest residency, the individual can be issued a provisional ballot.

If an individual has a WI driver's license but cannot or will not provide his/her WI driver's license number, he/she may be issued a provisional ballot. Provisional ballots will not be counted until the elector provides the required information (proof of residence or driver's license number) to the municipal clerk by 4:00 pm on the day after the election.

In order to complete the EB-123, follow the procedure below.

The election inspector:
1. Issues a provisional voter number, PV#___(this number is issued sequentially, starting with "1"), and records the number on the registration list, along with the ward number.
2. Writes the PV# and "Section 6.97" on the back of the provisional ballot and on the certificate envelope, EB-123.
3. Writes the type of required information on the envelope (either "Proof of Residence Required" or "Driver's License Number Required").There is no blank or line for this purpose: please just write it anywhere on the envelope.
   ** It is very important to write this information on the envelope so that the municipal clerk knows what information is required

The voter completes the certificate envelope in the presence of at least one election inspector by:

1. Listing his or her full name.
2. Listing his or her complete address, including municipality and county.
3. Listing his or her date of birth and citizenship.
4. Listing the type of election.
5. Signing and dating the envelope.

The voter then takes the ballot and envelope to the voter area and marks his/her ballot. After voting, the voter places the ballot in the envelope, seals it, and brings it back to the election inspector.

The election inspector completes the process by:
1. Signing and dating the certificate envelope.
2. Placing the envelope in the provisional ballot carrier envelope, EB-108.
3. Issuing the voter instructions on how to transmit the required information to the municipal clerk in order to have their vote counted.

PROVISIONAL BALLOT CERTIFICATE

Ballot under Section 6.97, Wis. Stats.

Elector: Please complete the information below and sign the certification in the presence of an election inspector (poll worker) who must also sign.

Last Name	First Name	Middle Initial

Street Address - include street number or fire number and name of street, or rural route and box number.

Municipality	Check type of municipality:	

State		County

Town ☐   Village ☐   City ☐

Zip Code	

Date of Birth (month/day/year)	Date of Election (month, day, year)

Are you a citizen of the United States?

☐ Yes
☐ No

☐ PRIMARY

☐ GENERAL

_____ / _____ / _____

I certify, subject to the penalties of s.12.13 (3)(g), Wis. Stats., that I am a qualified elector of the ward and of the municipality in the county of the state of Wisconsin as indicated above. I am eligible to vote in this ward at the election today.

Signature of Elector _____   Date _____

Signature of Election Inspector _____   Date _____   Ward No. _____

PV # _____

EB-123 (Created. 7/2004)

EB-124: Supplemental Absentee Ballot Log

This form is used to track absentee ballots at the polling place. The municipal clerk should have already completed the following information prior to election day:

1. Name and address of each voter who submitted an absentee ballot.
2. The appropriate ward.
3. The date that the absentee ballot application was received.
4. The date that the absentee ballot was issued to the voter.
5. The date that the absentee ballot was returned to the municipal clerk.
6. The appropriate ballot combo information.

In order to complete this form, the election inspectors should:

1. Enter the municipality and election date information.
2. Indicate whether the vote was counted.

Please note that before an absentee ballot may be counted, the name of the voter must first be checked against the DOC list to make sure the absentee voter is eligible to vote, and against the voter list to make sure the individual has not already voted in that election.

Supplemental Absentee Ballot Log

Municipality: _____ **Election Date:** _____

Name and Address	Ward	App. Received	Ballot Issued	Ballot Received	Vote Recorded	Ballot Combo

EB-131: Voter Registration Application

In order to register to vote on election day, an individual must complete <u>all sections</u> of the voter registration application and provide proof of residency. **<u>Failure to complete all sections of the voter registration application prevents an individual from registering to vote and, therefore, from voting.</u>**

The following list describes the process for completing the EB-131. Please note that the voter may choose to complete the Voter Registration Application without assistance, but it must be signed in the presence of the Election Inspector. If registering on election day, the voter must provide acceptable proof of residence.

1. Check the appropriate type of voter.
2. List the municipality and county.
3. The elector must:
   a. Provide his/her Wisconsin (WI) Driver's License number.
      i. If an elector <u>has</u> a WI Driver's License but cannot or will not provide the number on their form, he/she may be issued a provisional ballot (see section on completing the EB-123) that will not be counted unless he/she transmit the number to the election inspector at the polling place or to municipal clerk by 4:00pm on the day after the election.
   b. If an elector has not been issued a WI Driver's License, he or she may provide the last four digits of his/her Social Security number OR a WI DOT-issued identification card number (if a voter does NOT have a WI driver's license he/she may choose to provide <u>either</u> of these numbers).
      i. Out-of-State driver's license holders may use the last 4 digits of their Social Security number.
      ii. If an elector does not have a WI Driver License, WI DOT-issued identification number, or a Social Security number, the elector must indicate this by filling in the circle for that purpose.
   c. Provide his or her current full/legal name.
   d. Provide his or her current address.
   e. Provide his or her previous address, unless the elector has resided at the current address for more than five years.
   f. Answer the two voter qualification questions in section 8.
      i. An eligible voter will answer "yes" to both questions.

      g. Sign the voter qualification certification (section 9).

4. If applicable, the corroborating witness or individual providing assistance must sign and list address.

5. Number 11 is optional:
      a. List telephone number.
      b. Indicate interest in working as an poll worker/election inspector.
      c. The elector lists any accommodations needed (such as curbside voting).

6. Number 12 is used if the individual does not have an address (such as a homeless individual).

7. The elector must sign and date in the presence of an election inspector or special registration deputy.

8. The election inspector records the type of proof of residence used and applicable account or other number.

9. The election inspector records the voter number (same number as listed for the elector on the supplemental voter list).

10. The election inspector/special registration deputy prints his/her name on the form, and checks form for completeness. Only after carefully checking the form should the inspector sign the EB-131. Signing the form is the indication that it is complete.

These forms should be promptly returned to the municipal clerk along with the other election materials after the polls close. The municipal clerk may provide a special container or envelope for the EB-131 forms.

NOTE:
Although a voter is required to provide either his/her driver's license number, WI DOT-issued ID card or the last four digits of his/her Social Security number in order to register (unless the voter lacks a driver's license, ID card, or Social Security number), he or she does not have to produce the license or card or give it to the election inspector. An individual may simply provide the number to the election inspector, or record the information on the registration form. An elector cannot be required to present his or her driver's license, ID card or Social Security card as a condition of registration.

For other questions regarding registering voters, please see the Election Day Voter Registration Manual, which is available on the State Elections Board website (http://elections.state.wi.us).

Voter Registration Application

○ Submitted by Mail
(Office Use Only)

statewide **SVRS** voter registration system

| Confidential Elector ID# *(HINDI - sequential #) (Office Use Only)* | | SVRS ID # *(Office Use Only)* | |

General Instructions: Please Review Fully

Please use uppercase (**CAPITAL**) letters only. Fill in circles as appropriate. Return completed form to municipal clerk.
This document can be made available in accessible formats to persons with disabilities, upon request
NOTE: If this is a change of address, then upon completion of this application, your voting rights will be canceled at your previous residence.
If you are registering to vote in Wisconsin for the first time and submitting this application by mail, you must provide identification with this application. If you do not provide identification with this application, you will be asked for identification the first time that you vote. Please see reverse side for a list of acceptable forms of identification.

1
○ New WI Voter
○ Name Change
○ WI Address Change

Municipality | ○ Town ○ Village ○ City

County

2
Wisconsin Driver License/ID Number — ¯ ¯ ¯

Social Security Number - Last Four Digits (if no license/ID number) | X X X - X X -

○ I have neither a WI Driver License/ ID nor a Social Security Number.

3
Last Name | Suffix (e.g. Jr II etc)
First Name | Middle Name
Date of Birth (MM/DD/YYYY) | / /

4 Current
Residence Address: Street Number & Name
Apt. Number | City
State | ZIP + 4 —

5
Mailing Address: Street Number & Name
Apt. Number | City
State & ZIP + 4

6 Previous
Last Name | Suffix (e.g. Jr II etc)
First Name | Middle Name

7
Address: Street Number & Name
Apt Number | City
State & ZIP + 4

8
Please answer the following questions by filling in "Yes" or "No":
1. Are you a citizen of the United States of America? ○ Yes ○ No
2. Will you be 18 years of age on or before election? ○ Yes ○ No

If you filled in 'No' in response to EITHER of these questions, do not complete this form.

9
○ I certify that I am a qualified elector, a U.S. citizen, at least 18 years old, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. If completed on election day: I further certify that I have not voted at this election
(Please fill in circle)

10
Corroborating Witness/ Assistant Signature | X | Corroborating Witness/ Assistant Address

11
Elector Telephone Number | ○ I am interested in being a poll worker.

Accommodation needed at poll location (e.g. wheelchair access):

12
If you do not have a street number or if you have no address, please use the map to show where you live:
> Write the names of the crossroads (or streets) nearest to where you live
> Draw an 'X' to show where you live.
> Use a dot to show any schools, churches, stores or other landmarks where you live and write the name of the landmark.

Example | N | • Library
Woodchuck Road
High School ● | X

Signature of Elector | X

Date (MM/DD/YYYY) | / /

Official Use Only: Election Day Voter #

Official Use Only: Proof of Residence/ID: | Official Use Only: Proof #:

Official's Signature (election official or special registration deputy (with ID number))	Official Use Only:	Ward	Sch. Dist.	Alder	Cty. Supr	Ct of App.	Assembly	St. Senate	Congress	Other

EB-131 (UNSHADED WITH HASHMARKS) (REV 3/2006)

Voter Registration Application Instructions

General Instructions: *Please Review Fully*	**This form should be submitted to your municipal clerk, unless directed otherwise.** Each section on the front side of this document corresponds to the sections below (1-12). If you are registering to vote in Wisconsin for the first time and submitting this registration form by mail, attach a copy of one of the following forms of identification: • a copy of a current and valid photo identification; or, • a copy of a current utility bill, bank statement, government check, pay check, or government document that shows your complete name and address.

1	Indicate why you are submitting this application by filling in the appropriate circle (New Voter, Name Change and/or Address Change). If your municipal information has not been pre-printed, indicate the municipality and county of your residence. Ensure you use the formal names of your municipality and county. If in doubt please contact your municipal clerk to confirm this information.
2	Provide a WI Driver License or WI Department of Transportation (DOT)-issued identification number. If you have not been issued a WI Driver License/WI DOT-issued identification card, provide the last four digits of your social security number. If you have neither a WI Driver License or WI DOT-issued identification number, nor a social security number, indicate this by filling in the appropriate circle. Note: If you have, but do not provide, a WI DOT-issued Driver License/identification number, your voter registration application cannot be processed and you will not be allowed to vote until this information is provided.
3	Provide your current first and last names in the spaces provided. If applicable, please provide your suffix and/or middle name. Enter your formal names, as indicated on official government documents; no nicknames. Provide your month, day, and year of birth where indicated. Remember to use your birth year, not the current year.
4	Provide your home address (legal voting residence). This residence must be located in Wisconsin. The full house number should be filled in, including those with house numbers ending in a fraction like "1/2." You may not enter a post office box as a voting residence. A rural route box without a number should not be used.
5	If your mailing address is different from your home address, supply your mailing address in the space provided. Overseas electors: supply your complete overseas mailing address information.
6	If your name has changed, indicate your previous first name, last name, middle name and suffix if applicable; no nicknames. Provide this information regardless of the time elapsed since your name change.
7	If you have a previous address, provide the relevant information in the space provided, even if you have moved from another state. Provide information regardless of the time elapsed since you were located at that address.
8	Answer questions 1 and 2. If you answered "no" to either question, you are ineligible to vote and should not complete this form.
9	Please read carefully. By filling in the circle, you are certifying that you meet eligibility requirements to vote. If you do not meet these requirements, do not fill in this circle.
10	If you are completing this application on election day or in the office of the municipal clerk after the official close of registration, you must provide acceptable proof of residence. If you are unable to do so, you may have any qualified elector residing in your municipality act as a corroborating witness by signing and printing his/her address in the space provided. That elector must provide acceptable proof of residence. If you are unable to sign the application due to a physical disability, you may have another elector assist you. By signing this form and filling in their address, the assisting elector certifies that the application was completed at your request and authorization.
11	Optional: Providing your telephone number allows elections officials to contact you if further information is required. Complete the circle if you are interested in being a poll worker on election day. If you need assistance when voting, describe the assistance required (e.g. wheelchair access).
12	If necessary, please illustrate your residence location in the space provided.

Signature:
By signing and dating this form, you certify that you are a qualified elector, a U.S. citizen, at least 18 years old, have resided at your residential address for at least 10 days immediately preceding this election, are not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. You are certifying that all statements on this form are true and correct. If you have provided false information you may be subject to fine or imprisonment under State and Federal laws. If completed on election day: You further certify that you have not voted at this election.

EB-133: Certificate of Registration

This form is usually not completed at the polling place. This certificate is issued to individuals who register to vote in person with the municipal clerk during the late registration period (between the 3rd Wednesday (20 days) before the election and the day before the election). These individuals should bring their certificates with them to the polling place. If an individual forgets or loses his or her certificate, he or she may return with the certificate, re-register to vote at the polling place on election day, or see the municipal clerk to receive a replacement certificate. These individuals should not appear on the preprinted voter list and should be listed on the supplemental voter list (see page 28 for completing the EB-107s).

Certificate of Registration

General Instructions:
Please Review Fully

Please use uppercase (CAPITAL) letters only.
Form to be completed by municipal clerk. Completed form is given to Elector to give to Election Inspector at polling location.

Polling Location		Voting #	
Ward #		Voter Registration #	
		Certificate #	

STATE OF WISCONSIN

Municipality

County

To: Election Inspectors

This is to certify that:

Name	
Street Address	
City, State, ZIP + 4	

Has completed the required voter registration application in the Office of the Clerk and said elector should be permitted to cast his or her vote for the election to be held on:

Election Date (MM/DD/YYYY)

Subscribed to in the Office of the Clerk of:

Municipality Name

This [ ] Day of [ ] [ ]

Date   Month   Year

Signature of Clerk   X

EB-133 (REV 1/2006)

Certificate of Registration
Municipal Clerk's Copy

General Instructions:
Please Review Fully

Please use uppercase (CAPITAL) letters only.
Form to be completed by municipal clerk. Completed form is given to Elector to give to Election Inspector at polling location.

Polling Location		Voting #	
Ward #		Voter Registration #	
		Certificate #	

STATE OF WISCONSIN

Municipality

County

To: Election Inspectors

This is to certify that:

Name	
Street Address	
City, State, ZIP + 4	

Has completed the required voter registration application in the Office of the Clerk and said elector should be permitted to cast his or her vote for the election to be held on:

Election Date (MM/DD/YYYY)

Subscribed to in the Office of the Clerk of:

Municipality Name

This [ ] Day of [ ] [ ]

Date   Month   Year

Signature of Clerk   X

EB-133 (REV 1/2006)

Certificate of Registration Instructions

General Instructions: *Please Review Fully*	This form is used during the late registration period (between 13 days before the election and the day before the election) to certify that the voter is registered, since the voter's registration information will not appear on the Poll List. This form is completed after the voter completes a valid Voter Registration Application (EB-131) and the clerk approves the application.
	The municipal clerk completes this form and gives the top portion to the voter. The voter gives the form to the Election Inspectors at the polling location on election day.
	Since the municipal clerk should keep a copy of the form, the bottom portion has been designed to duplicate the top portion. The municipal clerk may also copy the completed form or use pressure-sensitive or carbon paper to allow for a duplicate to be completed.
1	Complete the proper polling location and appropriate ward number.
2	Optional: Voter # is completed by the Election Inspectors at the polling location when voter presents the form to them.
3	Optional: Voter Registration # is the unique number given to a voter in SVRS. This is used when information is entered into SVRS.
4	Complete name of municipality and county in which municipality is located.
5	Complete name and complete address of voter.
6	Complete the date of the primary or election event.
7	Complete the name of the municipality and date completed.

Signature:
By signing this form, the municipal clerk certifies that the elector has completed the voter registration application and directs the Election Inspectors to permit the elector to vote for the election to held on the date indicated on the form.

EB-138: Authorization to Cancel Registration

This form is used when an individual registers at the polling place on election day and is already registered in another location. This form is used to cancel registration at the elector's previous address.

The election inspector should ask individuals who register at the polling place on election day whether they are registered in another location. If the individual is registered at another location, make sure that individual has not already voted. If the individual has already voted in this election (including by absentee ballot), he or she cannot vote a second time. In order to complete this form:
1. The election inspector prints:
    a. The name of elector.
    b. The name of municipality.
2. The elector checks appropriate box and lists the complete former address.
3. The elector signs, dates and lists his or her current address.

These forms should be promptly returned to the municipal clerk along with the other election materials. The municipal clerk may provide a special container or envelope for the EB-138 forms.

AUTHORIZATION TO CANCEL REGISTRATION

_____
(Name of person authorizing cancellation of voter registration)

It is my intent to make the _____ my residence
for voting purposes.   (Name of Town, Village or City)

☐ I authorize the cancellation of my voting privileges at the following address:

_____
(Former street address)

_____
(Town, Village, or City)   County   (State)   (Zip Code)

☐ I am not registered to vote at my previous address.

Date _____   _____
                                        (Signature of elector)

                              _____
                                        (Current street address)

EB-138 (8/2000)
ss.6.40(1)(b), 6.55(2)(a) 2., Stats.   _____
                                        (municipality, state and zip code)

EB-139: Authorization to Cancel Registration – Presidential Election/New Wisconsin Resident

This form is used for individuals who moved to Wisconsin less than ten (10) days before a presidential election. These individuals can register and vote in the presidential contest only. The election inspector should ask individuals registering at the polls on election day whether they are registered in another location. If the individual is registered at another location, make sure that the individual has not already voted. If the individual has already voted in this election (including by absentee ballot), he or she cannot vote a second time. In order to complete the EB-139:

1. The election inspector prints:
   a. The name of elector.
   b. The name of municipality.
2. The elector checks appropriate box and lists the complete former address.
3. The elector signs, dates and lists his or her current address.

These forms should be promptly returned to the municipal clerk along with the other election materials.

AUTHORIZATION TO CANCEL REGISTRATION
NEW WISCONSIN RESIDENTS

_____
(Name of person authorizing cancellation of voter registration)

It is my intent to vote for President and Vice President in Wisconsin, under s.6.15, Wis. Stats.

☐ I authorize the cancellation of my voting privileges at the following address:

_____
(Former street address)

_____
(Town, Village, or City)   (State)   (Zip Code)

☐ I am not registered to vote at my previous address.

Date _____   _____
                            (Signature of new Wisconsin resident)

                            _____
                            (Present Address)

EB-139 (Rev.4/92)(Ref 1/98)   _____
s.6.15(2)(b), Stats.

EB-140: Application of Former Wisconsin Resident for Presidential Ballot

This form is used by former Wisconsin residents who are ineligible to vote for president at their new residence. These individuals must have moved from Wisconsin within 24 months of the presidential election.

Please note that it is VERY UNLIKELY that election inspectors will encounter this situation (former Wisconsin Residents rarely come to Wisconsin on Election Day). This form is typically completed in the clerk's office. However, the procedure is outlined here in the interest of providing complete information.

In order to complete this form, the elector:

1. Lists the date of presidential election.
2. Lists the date he or she left Wisconsin and his/her former address.
3. Lists his or her full current address.
4. Lists the length of time required to establish residency in new location.
5. Indicates when residence at new location commenced.
6. Lists the address to which ballot will be sent.
7. Signs the form.

In addition to completing this information, the form must be notarized. If the form is not notarized, it is invalid. If the form is valid, the elector receives a presidential-only absentee ballot.

These forms should be promptly returned to the municipal clerk along with the other election materials.

Application For Absentee Presidential Ballot - Former Wisconsin Resident

For Presidential Election to be held on November _____, _____.

I, _____, hereby swear or affirm that:

(insert your name)

1. I am a citizen of the United States, over the age of 18, and for ten days before leaving the State of Wisconsin on _____, I resided at:

(insert date)

_____
(insert street address)

_____
(insert municipality)

(check one):

Town ☐

Village ☐

City ☐

_____   _____
(county)   (state)

2. I do not qualify to register or vote under the laws of the state where I am presently residing which is:

_____
(insert state of residence)

3. In order to be eligible to register or vote at my present address, a citizen must be a resident for:

_____
(insert length of time)

4. My legal residence in the State where I presently reside was established on:

_____
(month, day, year of establishing residence)

I request an Official Presidential Ballot, in accordance with s.6.18, Wis. Stats.

Mail Ballot To:

Name _____

Address _____

City _____ **State** _____ **Zip** _____

_____
(signature of applicant)

State of _____)

)ss.

County of _____)

Subscribed and sworn to before me this _____ day of _____, _____.

_____
(signature of person authorized to administer oaths)

My commission expires _____, or is permanent ☐.

Notary Public ☐ , or _____
(title if other than notary)

INSTRUCTIONS FOR
APPLICATION FOR ABSENTEE PRESIDENTIAL BALLOT -- FORMER WISCONSIN RESIDENT

A former Wisconsin resident who has moved from Wisconsin to another state within 24 months of the date of the presidential election, and is ineligible to vote for president and vice president at his or her new residence, may receive an absentee presidential ballot from the municipal clerk of his or her former Wisconsin residence by completing this application.

1. The former Wisconsin resident must contact the municipal clerk of the town, village, or city, where he or she resided in the State of Wisconsin and request an Application for Absentee Presidential Ballot - Former Wisconsin Resident (EB-140).

2. The former Wisconsin resident must complete the application form (EB-140), swear to the contents of the application before a person authorized to administer oaths, and indicate where the absentee presidential ballot should be sent.

3. The municipal clerk or the deputy clerk shall initial an absentee presidential ballot, enclose it in an absentee ballot certificate envelope (EB-122), and send it to the mailing address indicated on the application.

4. The municipal clerk must keep a separate list of former Wisconsin residents who vote under the provisions of s.6.18, Stats. The list must include the former Wisconsin resident's name, address, the date of the application for an absentee presidential ballot, the date the absentee ballot was sent to the former Wisconsin resident, and the date the absentee ballot was returned to the municipal clerk.

5. The municipal clerk shall deliver the returned absentee presidential ballot on election day to the polling place serving the elector's former address.

6. The election inspectors shall review the absentee certificate envelope (EB-122), enter the elector's name on the poll list along with an indication that the elector voted by absentee ballot, and that the elector voted only for president and vice president. The absentee ballot is then placed in the ballot box to be counted after the polls close.

EB-141: Application of New Wisconsin Resident for Presidential Ballot

This form is used by new Wisconsin residents who moved to Wisconsin less than 10 days before a presidential election and are ineligible to vote for president at their previous state of residence. In order to complete this form, the elector:

1. Lists date of the presidential election.
2. Lists his or her name and complete previous non-Wisconsin residence.
3. Lists his or her complete current Wisconsin residence.
4. Certifies that he/she is eligible to vote at the presidential election.
5. Signs and lists his or her address.

In addition to completing this information, the form must be notarized. If the form is not notarized, it is invalid. If the form is valid, the elector receives a presidential-only paper ballot. This elector is also added to the supplemental voter list (EB-107s). The election inspector should indicate on the supplemental voter list that the elector received a presidential-only ballot.

These forms should be promptly returned to the municipal clerk along with the other election materials.

Application For Presidential Ballot - New Wisconsin Resident

For Presidential Election to be held on November _____, _____.

To the Clerk of _____,
State of Wisconsin.

(check one):
Town ☐
Village ☐
City ☐

I, _____, do solemnly swear that:

1. I am a citizen of the United States, and before establishing my present residence in Wisconsin, my legal residence was at:

_____
(former street address)

_____
(former state)

(check one):
Town ☐
Village ☐
City ☐

2. On the day of the next Presidential Election, I will be at least 18 years of age, and I have been a legal resident of the State of Wisconsin at the following address since the date indicated:

_____
(date established residency)

_____
(present street address)

_____
(present municipality and county)

(check one):
Town ☐
Village ☐
City ☐

3. I am qualified to vote for President and Vice President at the election to be held on November _____, _____.

4. I have resided in Wisconsin for less than 10 days, and I am not voting at any other place in this election.

I request an Official Presidential Ballot, in accordance with s.6.15, Wis. Stats.

Signature of applicant _____

Residence address _____

City _____, **State** _____ **Zip** _____

State of Wisconsin   )
) SS.
County of _____)

Subscribed and sworn to before me this _____ day of _____, _____

_____
(signature of municipal or deputy clerk or election inspector)

EB-141 (Rev.8/2000)
The information on this form is required by s.6.15, Wis. Stats

INSTRUCTIONS FOR
APPLICATION FOR PRESIDENTIAL BALLOT - NEW WISCONSIN RESIDENT

Any person who is a United States citizen, at least 18 years old on election day, who has moved into the State of Wisconsin less than 10 days before the presidential election, and is ineligible to vote absentee in his or her state of previous residence, may vote for president and vice president by completing this application.

If voter registration is required, a new Wisconsin resident making application for a presidential ballot need not be registered.

A new Wisconsin resident can complete this application and vote for president and vice president either by absentee ballot in the office of the municipal clerk, or by voting at the polling place on election day.

In addition to completing this application form (EB-141), the elector also must complete a voter registration cancellation card (EB-139).

Both of these items are provided by the municipal clerk. They also can be obtained from an election inspector at the polling place on election day.

PROCEDURE FOR MAKING APPLICATION IN THE MUNICIPAL CLERK'S OFFICE

1. The new Wisconsin resident completes the application form (EB-141) and the voter registration cancellation card (EB-139).

2. If the new Wisconsin resident chooses to vote an absentee presidential ballot in the clerk's office, the municipal clerk provides the person with an absentee ballot certificate envelope (EB-122) and a presidential ballot. The clerk must keep a list which includes the name, address, date of application, and the date on which the ballot was cast.

3. If the new Wisconsin resident making this application chooses to go to the polling place on election day to vote, the municipal clerk must provide the person with a copy of the completed application form (EB-141) to take to the polling place.

4. The municipal clerk must keep a separate list of all new Wisconsin residents who vote under the provisions of s.6.15, Stats. The list must include the person's name, address, and date of application, and if voting by absentee ballot, the date of receipt of the voted ballot.

5. The municipal clerk shall send the voter registration cancellation card (EB-139) to the elector's municipality of previous residence.

PROCEDURE FOR VOTING FOR PRESIDENT AT THE POLLING PLACE

1. The new Wisconsin resident can complete this application (EB-141) and the voter registration cancellation card (EB-139) at the polling place, or bring a copy of the application form that was completed in the municipal clerk's office.

2. The election inspector will provide the person with a paper ballot to vote for the offices of president and vice president only.

3. The election inspectors shall indicate on the voter list next to the new Wisconsin resident's name that he or she received only a presidential ballot.

4. The application form (EB-141) and the voter registration cancellation card (EB-139) are returned to the municipal clerk along with the voter lists and other election documents.